



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

National Museum of the Philippines

BULLETIN OF VACANT POSITIONS

In Compliance with RA 7041

Office Assignment Research, Collection and Conservation Management Division
Position Title Supervising Administrative Officer
No of Vacant Position One (1)
Item No/s. NMB-SADOF-18-2016
Salary Grade 22 (PHP 69,963) SSL 2022
Place of Assignment Manila

CSC Qualification Standards

Education Bachelor's degree relevant to the job
Eligibility Career Service Professional/Second Level Eligibility
Experience 3 years of relevant experience
Training 16 hours of relevant training

Duties and Responsibilities
Assists the chief of the division in planning, organizing, directing, supervising, implementing and carrying out the programs and activities and projects of the division in areas of documentation, research, collection management, conservation, exhibition, publications, technical assistance, and others, relative to the field of research, collection and conservation management within the mandate of the agency;
Acts as chief of the division in his/her absence, unless otherwise provided by the management; and
Performs other functions as may be assigned or delegated by the chief of the division or management.

Office Assignment Regional Administration & Operations Division
Position Title Administrative Officer V
No of Vacant Position One (1)
Item No/s. NMB-ADOF5-18-2016
Salary Grade 18 (PHP 45,203) SSL 2022
Place of Assignment Manila

CSC Qualification Standards

Education Bachelor's degree relevant to the job
Eligibility Career Service Professional/Second Level Eligibility
Experience 2 years of relevant experience
Training 8 hours of relevant training

Duties and Responsibilities
Provides technical maintenance in the museum operations in the central museums and regional museums;
Organizes the preparation of documents required for the construction / reconstruction projects relative to planning and project evaluation, that includes plans, scope of works, specifications, schedule, bill of materials, cost estimates, work and financial plan, and all documents pertinent to RA 9184;
Assists in the preparation of documents as required by the supervisor; and
Performs other tasks as may be assigned from time to time.

Interested applicants must submit the following via online to recruitment@nationalmuseum.gov.ph, with the subject line **Position (Item No.), Division – Surname, First Name, Middle Initial**:

<p>Application letter addressed to the Deputy Director-General for Administration, indicating the position applied for, item number, and name of the division.</p> <p style="text-align: center;">ATTY. MA. ROSENNE M. FLORES-AVILA Deputy Director-General for Administration National Museum of the Philippines</p>
<p>Duly notarized and properly accomplished CS Form No. 212, Revised 2017 or Personal Data Sheet (PDS) with most recent photo and Work Experience Sheet (WES)</p> <p style="text-align: center;">PDS & WES shall be dated within the period of publication</p> <p>Blank copies of the Personal Data Sheet and Work Experience Sheet may be downloaded from bit.ly/NMPRecruitment2021_Forms.</p> <p>Please combine the PDF copies of your Personal Data Sheet (PDS) and Work Experience Sheet (WES) into a single file.</p>
<p style="text-align: center;">Scanned copy/ies of Certificate of Eligibility/board rating/valid license</p> <p>For multiple documents, please combine the PDF copies of these into a single file.</p>
<p>Scanned copy/ies of previous and current employment certificates with duties and responsibilities, if applicable</p> <p>For multiple documents, please combine the PDF copies of these into a single file</p>
<p>Scanned copy/ies of two (2) recent performance ratings from previous and current employers</p> <p>For multiple documents, please combine the PDF copies of these into a single file.</p>

Scanned copy/ies of **relevant training/seminar certificates**

Training/seminars acquired during college or those with unavailable certificates shall not be considered.

For multiple documents, please combine the PDF copies of these into a single file.

Scanned copy/ies of **diploma and transcript of records**

For multiple documents, please combine the PDF copies of these into a single file.

Applicants must meet the qualification standards and submit on **May 26, 2022 – June 5, 2022**. Incomplete submission of documents will not be entertained and only shortlisted applicants will be notified.

The National Museum of the Philippines highly encourages all interested and qualified applicants including persons with disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identities, to apply.

Important Reminders

1. Files should be in a PDF and must not be compressed into archive file formats such as RAR or ZIP.
2. If applying for multiple positions, submit a separate set for each.
3. Late and incomplete submissions will not be accepted.
4. Only shortlisted applicants shall be notified


ZENDY MAE B. GARCIA-BUDHI

Chief Administrative Officer
Human Resource Management Division

Noted by:


ATTY. MA ROSENNE M. FLORES-AVILA

Deputy Director-General for Administration


JORELL M. LEGASPI

Deputy Director-General for Museums